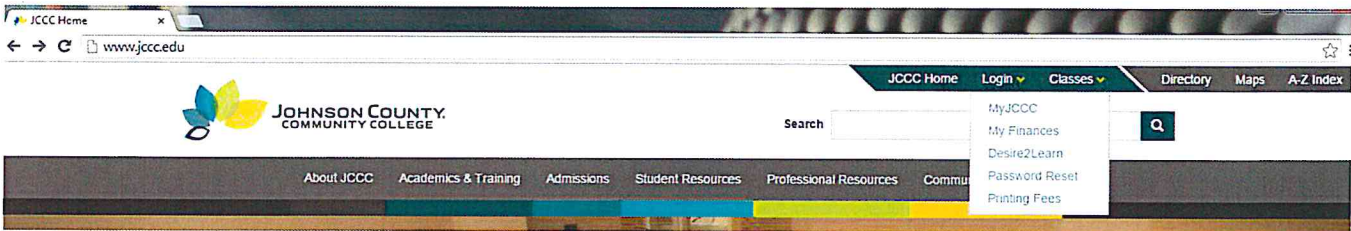


Entering Final Grades for College Now

- To enter your grades go to www.jccc.edu, click on **Login**, select **MyJCCC**.



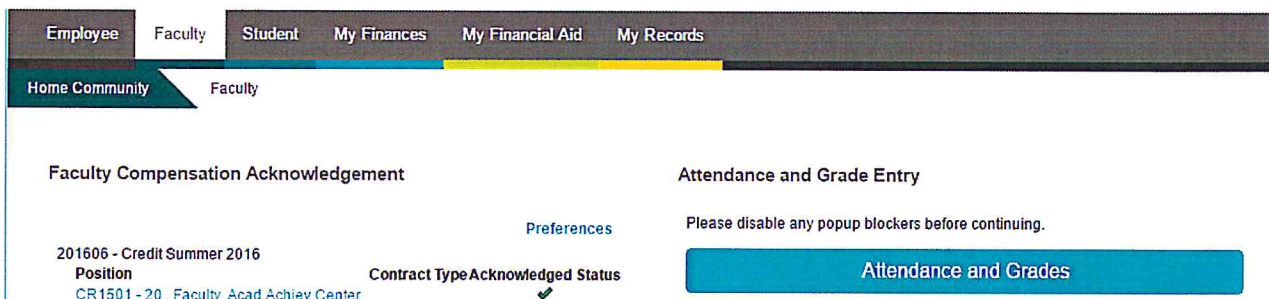
- Sign in with your JCCC Username and Password and click Login.

JCCC Single Sign-on

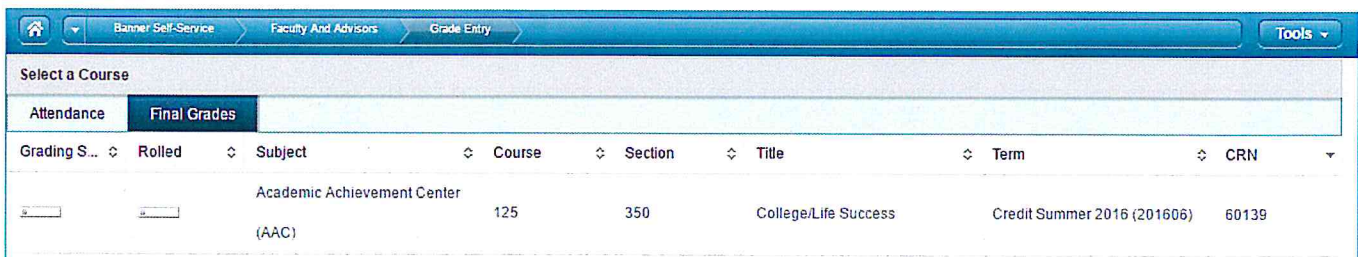
Sign in with your MyJCCC username and password

[Can't login, need help?](#)

- Once you login successfully, you will see a similar screen as shown. This should default to the **Faculty** tab. Click on the **Attendance and Grades** link.



- Click **Final Grades** tab, then click on the course you want to grade. The students enrolled in your course will appear in alphabetical order.



Final Grading Instructions:

- Click on the Final Grade drop down arrow and change to a letter grade.
- Select the appropriate grade for each student (A, B, C, D, F, or I).
 - If you are assigning an "I" grade, an **Incomplete Grades** tab will appear giving you information only of the extension date. Click on the **Roster** tab take you back to the grading window. When assigning an 'I' grade, you must complete a contract "I" agreement with the student and submit this contract to your Division Office.
- **For 'F' grades only, you must enter a last attend date.** Leave this field blank for all other grades. Click in the Last Attend Date field and use the calendar wizard to enter the last date the student attended the course. The last date of attendance must fall within the date range of the course.
- **Do not change the entry in the grade column if it reads 'W'.** If a student has attended all semester but shows a 'W' for the course, email the student's name, ID#, and final grade as well as the course name and CRN number to Sherri Hanysz at shanysz@jccc.edu.
- If you have more than 25 student names on your roster, click on the button at the bottom of the page to go to the next page of student names.
- **My JCCC has a 10 minute timeout for inactivity.** To avoid timing out and losing the information you have entered, click the **Save** button frequently to save the grades as you enter them.
- The Course Details window on the right will tell you how many grades have been submitted or missing. Once all grades are submitted successfully, you will see **saved successful**.
- To be sure all grades are submitted successfully. Please be sure to sign out of My JCCC when you are finished entering grades in order to protect the confidentiality of our student records.